



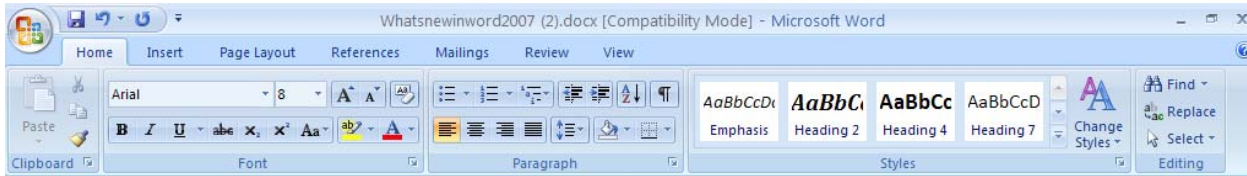
What's New In Word 2007 Quick Source Guide

Introduction


This quick source guide will serve as both an introduction to Microsoft Word 2007, as well as show you tips to assist your transition from Word 2003 to Word 2007.

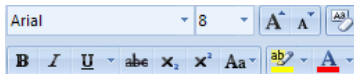
What's New

Word 2007 presents a new user-interface which is quite different than previous versions of Word. This section will provide you with some basic information about the new look and features available in Word 2007 in order to help you get started.



Ribbon

- **The Ribbon** - Upon launching Word 2007 for the first time the most noticeable change is likely Microsoft's replacement of the traditional toolbars and menus with the Ribbon. The Ribbon presents you with a panel of commands which are organized into a set of tabs (known as the Tab Bar). Each task-oriented tab presents groupings of tasks and their associated subtasks.
- **The Microsoft Office Button** -  The Microsoft Office Button has replaced the File menu in earlier versions of Word. By clicking on this button, you are presented with the commands previously found in the File menu of Word 2003, including New, Open, Save, Save As, Print and Close. In addition, some of these commands include an expandable menu to provide additional options.
- **Live Preview** - Another new feature in Word 2007 is Live Preview, which temporarily applies formatting on the selected text or object when you mouse-over any of the formatting buttons. This temporary formatting is removed once the mouse pointer is moved away from the button, allowing you to preview how the text would appear without having to apply it.
- **Mini Toolbar** - The Mini Toolbar pops up whenever text is selected. This new feature provides easy access to the most commonly used formatting commands in Word. The toolbar will also appear when you right-click on a selection of text. Initially, the toolbar is semi-transparent to allow you a nearly unobstructed view of the text beneath, and becomes opaque when the mouse pointer moves over it.



Mini Toolbar ****Please note:** You do not have the ability to customize the Mini toolbar.

- **Quick Access Toolbar** - The Quick Access Toolbar is a customizable toolbar which contains shortcuts for commonly used tools. You have the ability to add and remove the toolbar buttons based on your personal preferences.



Quick Access ToolBar

- **File Format (OpenXML)** - The Microsoft Office suite applications now use a new file format as the default file format. Documents created in Word 2007 will use a file extension of .docx (compared to .doc in previous versions). Based on XML, this format uses the ZIP file container, which is compressed and up to 75% smaller than previous Office file formats. Additionally, Word 2007 is able to open all previous versions of Word documents, and you may wish to see Microsoft's Download Site for information pertaining to the availability of the Compatibility Pack.

Getting Started

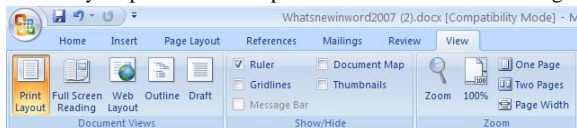
Launch Word 2007

In order to access Word 2007, you will need to do one of the following:

- Double-click the shortcut on your Novell Application Launcher

Change the document view

1. Select the View tab.
2. Select your preferred view option from the Document Views group.



Document Views Group

Create a new blank document: Keyboard Shortcut: CTRL+N

In order to create a new document in Word 2007, follow the steps below:

1. Click the Microsoft Office Button and select New.
2. From the resulting menu, select New.
3. Click the Create button.

Open an existing document : *Keyboard Shortcut: CTRL+O*

1. Click the Microsoft Office Button and select Open.
2. From the resulting menu, navigate to the existing document you wish to open.
3. Once you have selected your document, click the Open button.

Compare Word 2003 to Word 2007

Task	Word 2003	Word 2007
Change the document view:	<ol style="list-style-type: none"> 1. Click View from the toolbar. 2. Select preferred view from the resulting menu. 	<ol style="list-style-type: none"> 1. Select the View tab 2. Select preferred view from Document Views group
Create a new blank document:	<ol style="list-style-type: none"> 1. Click File from the toolbar. 2. Select New from the resulting window. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select New. 2. Select New from the resulting menu and click the Create button.
Open an existing document:	<ol style="list-style-type: none"> 1. Click File from the toolbar. 2. Select Open from the resulting menu. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select Open. 2. Navigate to existing document and click the Open button.
Save a file:	<ol style="list-style-type: none"> 1. Select File from the Menu Bar. 2. Select Save from the resulting menu. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select Save.
Save an existing document as a new Word document or file type:	<ol style="list-style-type: none"> 1. Select File from the Menu Bar. 2. Select Save As from the resulting menu. 3. Navigate to location to save file. 4. Enter the name for the new file in the File name: box. 5. Click the Save button. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select Save As. 2. Select the file format type from the resulting menu. 3. Navigate to location to save file. 4. Enter the name for the new file in the File name: box. 5. Click the Save button.
Use the Mini Toolbar to modify text	Not available.	<ol style="list-style-type: none"> 1. Select the text you wish to modify and direct pointer to the Mini Toolbar above the text selection. 2. Click on the appropriate formatting option
Format font:	<ol style="list-style-type: none"> 1. Select the appropriate formatting option from the Formatting toolbar. 	<ol style="list-style-type: none"> 1. Select the Home tab. 2. Select the appropriate formatting option from the Font group
Insert a bulleted or numbered list	<ol style="list-style-type: none"> 1. Select the Bullets or Numbering buttons from the Formatting toolbar. 	<ol style="list-style-type: none"> 1. Select the Home tab and select one of the following options from the Paragraph group: Click the arrow on the Bullets button to select your bulleted list style, or Click the arrow on the Numbering button to select your numbered list.
Insert a picture:	<ol style="list-style-type: none"> 1. Select Insert from the Menu Bar. 2. Select Picture from the resulting menu 3. Select From File from the resulting menu. 4. Navigate to the location where the picture is located. 	<ol style="list-style-type: none"> 1. Select the Insert tab. 2. Click on Picture from the Illustrations group. 3. Navigate to the location where the picture is located.